

## Statement of Deficiencies

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.1. The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number, previous training/work experience, educational background, employee's start date for 1 staff..

5311.A.3. The Provider did not have a job description for every position at the center for 1 staff.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for 3 staff.

### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

**No Orientation Training** 5312.A. Provider lacked documentation that 5 staff, did not received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that 11 staff did not have annual review the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

### 5321-J: Daily Observation of Children

Not Met

#### Findings/Corrections

5321.J. The provider did not document observations noted on children who were observed for possible signs of illness, infections, bruises and injuries, physical condition, etc. upon arrival to the center. Results including an explanation from parent and/or child shall be documented.

Provider not documenting explanation of observations.

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### 5327-G: Electrical Plug Covers

Not Met

#### Findings/Corrections

5327.G. Unused electrical outlets were not protected by a safety plug cover in the [computer room of the center.

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### 5327-L: Clean of Hazards

Not Met

#### Findings/Corrections

5327.L. The center and yard were not free of hazards as [ evidenced by broken rocking toy in the play yard., broken electrical wall plate in dining area .

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### 5327-O: Fire Drills

Not Met

#### Findings/Corrections

5327.O. Monthly fire drill documentation did not contain the following information: [signatures of the staff present during fire drills.].

Complete documentation includes: date and time of drill; number of children present; amount of time to evacuate the center; problems noted during drill corrections noted; and signatures (no initials) of staff present.